

**ADMINISTRATION (Derek Todd – City Administrator, [dtodd@lehi-ut.gov](mailto:dtodd@lehi-ut.gov))**

- Worked with representatives from I.M. Flash Technologies on various economic development issues.
- Met with representatives from Adobe to discuss continued improvement items.
- Worked with Staff Leadership Team to prepare for the upcoming Annual Planning Retreat with the City Council.
- Helped to celebrate local businesses at the Annual Awards Luncheon of the Lehi Area Chamber of Commerce.
- Discussed billboard signage issues with internal staff work group.
- Participated in Utah Valley Dispatch Board meeting as Lehi City's representative and was appointed by that Board to serve as the Chairman of the New Facility Design Review Committee.
- Worked on training and support needs regarding the City's Advisory Commissions.
- Calendar Items:
  - Council Schedule
    - City Council Meeting: January 22, with Pre-Council meeting beginning at 5:30 p.m. and regular meeting beginning at 7:00 p.m.
  - Other Activities
    - January 16, Annual Planning Retreat with City Council and Senior Staff, 8 a.m.- 5 p.m. at Thanksgiving Point
    - January 30, ULCT Local Officials Day at the Legislature

**ADMINISTRATIVE AND LEISURE SERVICES (Brenn Bybee – Assistant City Administrator, [bbybee@lehi-ut.gov](mailto:bbybee@lehi-ut.gov))**

- Continued to research, draft, and perform a variety of HR duties, including:
  - Announce the Management Analyst position opening.
  - Announce the Administrative Assistant for the Power Dept. opening.
  - First screening of the Assistant To The City Administrator position opening.
  - Compiled research on a few potential policy adjustments that may be proposed in a future amendment of the Employee Policy Manual.
- Continued to meet with the Community Relations Team to work on upcoming public announcements and press releases.
- Continued to meet and work with applicable staff to research and provide information and help on a variety of requests from IM Flash.
- Prepared and presented management and organizational behavior training to Senior Staff, which included providing some tools to deal with ethical/values-based decision-making situations.
- **Recorder**
  - Took minutes at the 01-08-13 City Council Meeting
  - Continue to process the 2013 business license renewals
  - Processed 3 new business license applications
  - Processed 1 Special Event Permit application
  - Helped HR process applications
  - Performed research for departments.
- **Risk Management**
  - Worked on the OSHA 300 report for 2012.
  - Started reviewing documents for the updated Safety Manual
  - Safety walk through with the Parks Division

- Held our Emergency Management meeting to cover communication problems and getting key employees to NIMS training for the upcoming year. Also talked about ways to reach out to the Citizens for our Emergency Cards.
- **Library**
  - Checked out 7,798 items.
  - Renewed 1,460 items.
  - The winter session of programs has started. Total participants equal 953 children.
    - Story time had 883 participants
    - Kid's Club had 30 participants
    - Boy's Only had 40 participants
- **Literacy Center**
  - Local Boy Scout earned the rank of Eagle Scout with a remodeling project that included: removing wall texturing, preparing wall surfaces, painting and hanging historical Lehi paintings.
  - Staff will be providing formal training to all volunteer tutors.
  - 73 Lehi volunteers turned in paperwork to receive the Presidential Volunteer Service Award for 2012. We will now begin tracking hours for 2013.
  - Mark your calendar for the annual Green Eggs and Ham Breakfast: February 18th. More information will follow.
- **Museum**
  - Our Christmas event was a success. It was well attended and the guests seemed very pleased. This was our second year, and we intend to continue to hold this event.
  - We have begun a second round of falconry classes and sewing workshops. After the first night of the sewing workshop, it was decided to split it into two different nights to divide it by age. Both the falconry and sewing classes have been very popular and continue to generate interest in the Museum.
  - We are currently preparing for our Night at the Museum event in February. This is by far our biggest event of the year. In the coming weeks we will be holding multiple trainings for our volunteers and actors for this event.
  - Despite the cold weather, the Museum has had a steady stream of guests visiting over the holiday break. In past years this time of year has been very slow. We are pleased to see this shift.
- **Recreation**
  - Legacy Center Pool – The final lift for the aquatics center has been installed completing all requirements for the new ADA rules. Payment for all Health Department permits has been submitted for 2013 for all Legacy Center pools to stay in compliance for the new year. Hosted Lehi versus Pleasant Grove high school swim meet on Friday, January 4. The next high school swim meet is scheduled for January 18. The first session of swim lessons for 2013 began this week. On Thursday, January 10, 2013 the aquatics supervisor and head maintenance employee gave a deposition on an incident where a patron was injured by an umbrella back in 2010. Pool management has reported a shortage of applicants to fill lifeguards that have left for other opportunities. The daytime hours are when this shortage has been the most difficult.
  - Facility - Admittance into the Legacy Center for the last calendar year (01/01/12 to 12/31/12) was 428,493 patrons. This is a significant number for a municipal recreation center. This includes just those that pay the daily fee or scan a membership card and doesn't include people entering the Legacy Center for programs, special events, rentals, or as spectators. This is a 6% increase over admittance last year. On Thursday, January 11, two treadmills, two recumbent

bikes, and one elliptical were delivered and placed in the cardio room to change out some of the equipment that was in need of replacement.

- Recreation Programs - Registration started for baseball, outdoor soccer and track on 01/01/13. Registration for martial arts began on 01/03/13. Registration started for itty bitty basketball, dance and cheer on 01/07/13. All sessions of itty bitty basketball are full. Jr. Jazz basketball for grades 2nd-12th began Saturday, January 5. Legacy Center Dance and Cheer programs started Monday, December 7. 9 out of 16 classes are full with a total of 120 students. Men's league basketball started on Wednesday, January 9. This league has 20 teams that will play through April.

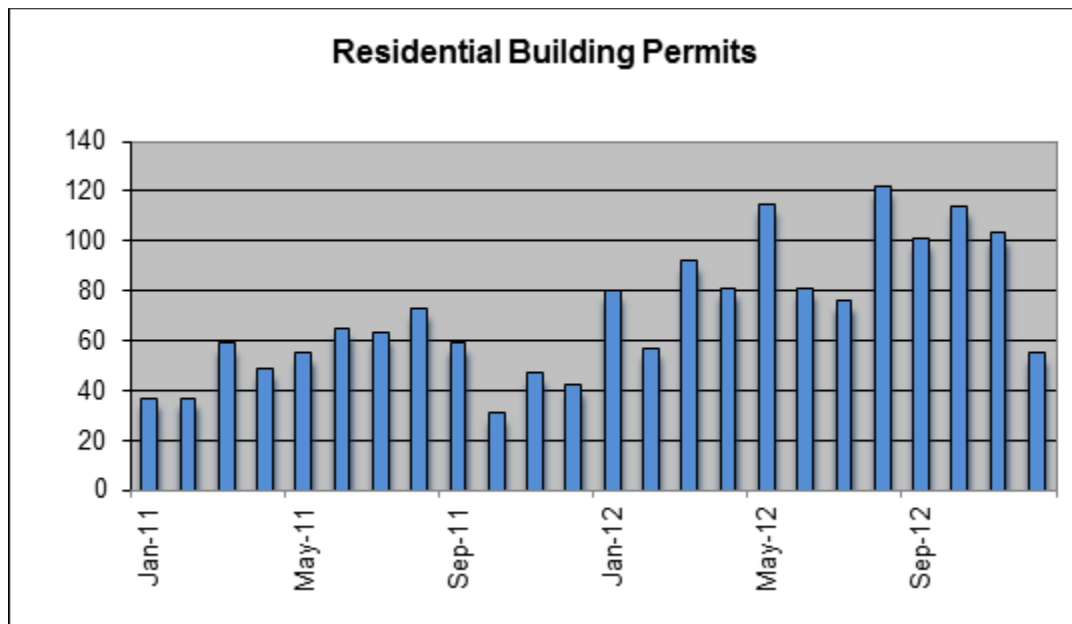
- **Senior Center**

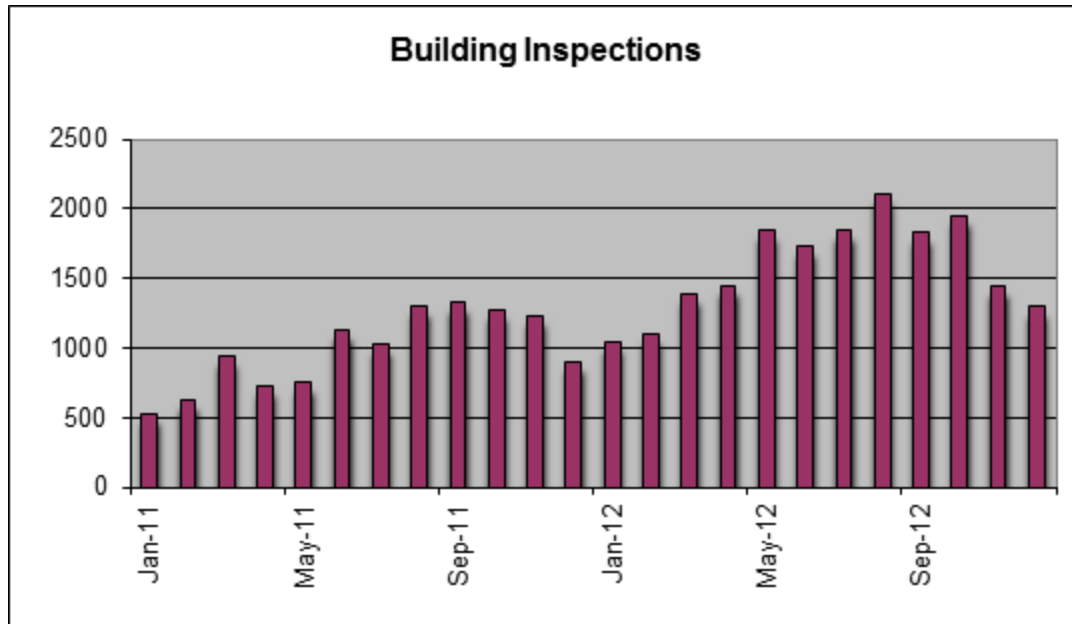
- Served meals to 186 Senior Citizens this week.
- Went online with our new program with Mountainland Association of Governments on January 2, 2013.
- Membership drive began on January 2, 2013 & runs through the entire month. Senior citizens can also subscribe to the Thursday & Sunday editions of the Daily Herald for a discounted rate during January.

**DEVELOPMENT SERVICES (Doug Meldrum – Economic Development Director, [dmeldrum@lehi-ut.gov](mailto:dmeldrum@lehi-ut.gov))**

- **Building Division**

- Issued 6 permits for single family homes during last week's two day work week.
- Conducted 133 inspections for the same time period.





- **Economic Development**

- The Lehi Area Chamber has hired a new Chamber President. His name is Mark Welcker and comes with us with 18 years of professional experience. He started Monday and we are excited to have him join us.
- The Joint Land Use Study (JLUS) was completed by Matrix Design group. An open house was held this week to unveil the plan. A copy of this plan will be posted to our web site in the next couple of weeks. Hard copies will also be available to view at the City Offices around the same time.

**ENGINEERING (Lorin Powell – City Engineer, [lpowell@lehi-ut.gov](mailto:lpowell@lehi-ut.gov))**

- The span for the “tee members” on the 1450 North Road connection across Dry Creek has been measured in the field.
- The Plans for the Adobe Loop Lines (16” Pressurized irrigation and 10” Culinary) from 3200 North to 1850 West have been finalized.
- All of the Bollards for the Center to 200 West part of the Main Street Reconstruction Project have now been delivered to Lehi City. Installation will occur when the weather permits saw cutting and excavation of the holes without icing the road or walks.
- A Notice to Proceed has been issued for the 2300 West Road Project. On January 10, 2013 a Preconstruction Meeting was held at UDOT’s Region 3 offices.

**FINANCE (Dave Sanderson – Finance Director, [dsanderson@lehi-ut.gov](mailto:dsanderson@lehi-ut.gov))**

- Completed the process of reducing the \$600,000 in restricted cash for the City’s land fill closure to \$275,000 based on the updated landfill closure report with the State of Utah.
- Participated in the preparation for the City’s Business Plan that is scheduled for next week.
- Started updating format and numbers in preparation for the upcoming budget year.
- Processed payroll modifications—in compliance with the Federal Government’s “fiscal cliff” taxation requirements, employees will regrettably see a 2% reduction in the take-home portion of their paychecks.
- **Accounting Division**

- 314 checks processed totaling \$1,649,628.74
- 4 in-state travel arrangements made
- 532 online paystubs processed
- 16 paper checks processed
- 78 applications received and processed for the Assistant to the City Administrator position
- 14 application received so far for HR Manager position, position closes today.
- Paperwork processed for 1 full time employee Paperwork processed for 5 part time employees
- 6 parking citations issued
- 25 additional citations satisfied
- **Treasury Division**
  - Processed billing for “Cycle 2”. Sent 9,371 statements for mailing and uploaded 10,589 statements to Xpress Bill Pay.
  - Implemented Caselle cash receipting for building department building permit receipts.
  - Shut off 27 utility accounts for nonpayment.
- **Information Technology**
  - Racked and cabled all new NetApp storage equipment that will be used at Lehi City's primary site.
  - Worked with CompuNet to do the initial configuration on new storage to be able to do some initial testing and ensure that all pieces are functional. The rest of the implementation will happen next week. This will include resiliency tests and configuration of disaster recovery node that will be placed in the State data center in Richfield.
  - Moved every piece of Lehi's server infrastructure from the old rack powered by 110 voltage power to new enclosed rack that is powered by 220 voltage power. This leaves only our old storage in the 110 rack. Once the old storage is decommissioned next week, the old rack will be removed.
  - Completed help desk requests, assisted end users from all departments, and worked on all common and ongoing maintenance tasks.

#### **LEGAL SERVICES (Ryan Wood – City Attorney, [rwood@lehi-ut.gov](mailto:rwood@lehi-ut.gov))**

- Our new Assistant City Attorney, Morgan Cummings, started work this week and I couldn't be more pleased to have him. He comes to Lehi City having previously worked for Intermountain Heath Care where he handled complex contracts, and a local law firm where he did municipal work (including prosecution) and business litigation. He will be a great addition to the Lehi City legal team. Morgan's duties include prosecution at the justice court, advising the planning commission, and assisting with civil matters.
- Drafted a solicitor's ordinance for future consideration by the City Council.
- Continued to streamline the parking ticket process.
- Met with staff to discuss issues related to Micron expansion, billboards, city boards and commissions, and specific development concerns.
- Identified 2012 Legal Department accomplishments and emerging issues in preparation for next week's annual planning retreat with the City Council and participated in the extended senior staff meeting discussing these items.
- Conducted research re: employment issues and the Lehi Metropolitan Water District.
- Drafted miscellaneous letters, agreements, and memos as requested by city departments.

#### **PLANNING (Kim Struthers – Planning Director, [kstruthers@lehi-ut.gov](mailto:kstruthers@lehi-ut.gov))**

- Development Review Committee. The DRC reviewed the following items at their January 9, 2013 meeting:
  - Allied Electric Sign & Awning – Requests review of a monument sign for Redstone Advisors, LLC located at 1250 East State Street. This item was not approved as it was determined that the subject property has no frontage along a public street. It was suggested that a code amendment or exception could be filed to potentially allow the sign.
  - Sarah Gordon – Requests Concept review for a Bright Beginnings Child Care Center West to be located at 289 North 500 West in a proposed NC (Neighborhood Commercial) zone. This item was scheduled for Planning Commission January 10, 2012.
  - Tony Trane - Requests review of a minor site plan revision to the Thanksgiving Point Courtyard Marriott located at 2801 West Clubhouse Drive. This item was approved for check-off.
  - Xactware Revisions. This item was approved for check-off.
  - Jack Hepworth – Requests Final Subdivision review for Traverse Mountain Plat E, a 3-lot commercial development located at approximately 3900 North Traverse Mountain Blvd in an existing Planned Community zone. This item was scheduled for City Council January 22, 2013.
  - Lehi City - Requests review of an amendment to the Lehi City Development Code Table 12.060, Public Improvement Requirements. This item was reviewed and discussed by the DRC as a City Business item.
- Planning Commission. The Planning Commission reviewed the following at their January 3, 2013 work session:
  - Proposed changes to the Sign Ordinance. The Commission had a discussion about some proposed changes to the Sign Ordinance on issues such as the unit of measure for brightness on electronic message display signs, clarifying the exceptions sections, and looking at requirements and organization for several sign types.
- Applications
  - Home Occupation Permits
    - Amy Peterson - Request for Outcall Message Therapy was approved administratively December 27, 2012.
    - Travis Lawrence - Request for Hire Source was approved administratively January 2, 2013.
    - Ivan Roma - Request for European Tile was approved administratively January 2, 2013.
    - Kelvin Tate - Request for a home office was approved administratively January 3, 2013.
    - Gloria and Jay Nelson - Request for My Little Amigo Day Care was approved administratively January 9, 2013.
- Additional Staff Work
  - Staff attended a work group meeting and a public open house for the Camp Williams Joint Land Use Study.
  - Staff prepared staff reports for the January 10, 2013 Planning Commission meeting.
  - Staff researched parking standards from cities along the Wasatch Front. The Development Code currently does not address parking structures, angled parking, or shared parking. Shared parking is when two uses have different peak parking times and can share some parking stalls. This may be beneficial to allow, with the many new office and retail projects in Lehi. An example of shared parking is an when office and a restaurant can share some parking stalls due to different parking demand times.
  - Staff researched Transit Oriented Development ordinances from cities along the Wasatch Front and other metropolitan areas. This is part of an ongoing effort to address TODs within specific areas in anticipation of a future TRAX expansion to Lehi.
  - Staff spent time evaluating possible future densities from the General Plan Land Use Map to ensure the new utility master plans take into account the future growth that is anticipated.

**POWER (Travis Ball – Power Director, [tball@lehi-ut.gov](mailto:tball@lehi-ut.gov))**

- Overhead Crew
  - Pulled in 1/0 cable on East Main Street overhead to underground conversion
  - Pulled 1/0 cable into transformer at the outdoor swimming pool
  - Help URD crew relocate transformer at the Cresthaven Development
- At-Will/Substation Crew
  - Performed truck repairs as mandated by the Diversified Inspection visit
  - Performed quarterly inspections in the substations
  - Completed maintenance on batteries at the Traverse Substation
  - Worked on ground sleeve change-out project at Thanksgiving Point Gardens
- Underground Crew
  - Worked with Overhead crew at the outdoor swimming pool project
  - Inspected and mapped circuits for GIS at Thanksgiving Point
  - Worked with Overhead crew on the East Main Street conversion
  - Replaced primary cables at the Cresthaven Development
- Service Crew
  - Completed (15) Permanent power connections
  - Completed (18) Temporary power connections
  - Completed (1) Power trench inspection
  - Completed (3) Street light repairs
- Metering
  - Programmed, tested and installed 10 new commercial three phase meters
  - Installed current transformers, test switch and instrument rated meter at 3400 N. 1200 W.
  - Installed a net meter on a new residential solar installation
  - Prepared 12 kV circuit load data for five year plan load forecast
  - Repaired one residential meter
  - Read over 5,000 meters
  - Performed 177 connects and disconnects
  - Installed meter base and lighting contactor at Thanksgiving Point
- Engineering/Administration
  - Prepared comments and reviewed projects for DRC meeting
  - Reviewed one commercial subdivision (3) lots
  - Reviewed one commercial concept plan
  - Reviewed one commercial site plan revision
  - Completed (131) Bluestakes
  - Supervising and coordinating tree trimming operations throughout the City
  - Supervising and coordinating activities on Main Street overhead to underground project
  - Estimated cost for 46 kV to 138 kV conversion and 10 year capital improvement projects
  - Met with Rocky Mountain Power to create an asset acquisition plan

**POLICE (Chad Smith – Police Chief, [csmith@lehi-ut.gov](mailto:csmith@lehi-ut.gov))**

- Total Incidents: 778
- Total Citations: 201
- Total Violations: 267
- Selected Reports

- On 12/21/2013 – A vehicle was parked, unoccupied, on a Lehi City Street facing east. The driver was unloading sod. Another vehicle was traveling westbound on that same street and crashed head on into the parked vehicle. The driver stated that he did not see the parked vehicle due to the sun shining in his eyes.
- On 1/1/2013 an Officer was dispatched to a residence on a Domestic Violence detail. An adult male reported that his wife was making suicidal threats and had assaulted him. The RP was given a Victim's Advocate pamphlet and the adult female agreed to go to the hospital to speak with a crisis counselor.
- On 1/2/2013 an adult male was booked into jail on felony DUI, alcohol restricted driver, brake light required, cracked windshield, and no proof of insurance.
- On 1/5/2013 an Officer was dispatched to Thanksgiving Point on a found child detail. The Reporting Party was with security and stated that they found a one year old child. The child was wearing a coat with a last name and a phone number printed on the inside. The father of the child was located at Thanksgiving Point and had been visiting with his brother and believed his older children were watching the child. The child appeared normal and in good health, so the Officer counseled the father to be more careful when he has his children out in public and then closed the case.
- On 1/6/2013 a resident reported that his home had been burglarized. The homeowner had already reported a burglary the night before. The suspects had previously broken a window in the back and had apparently returned and entered through the same window. The Officer suggested that the homeowner temporarily nail boards to block the broken window. Patrol Officers were notified of the consecutive burglaries and the home was put on the extra patrol list.
- Events & Information
  - Merit Badge classes will begin in February. The complete schedule will be online within a week or two. Those interested may call the PD front desk to sign their scouts up for the classes.
  - VIPS program (Volunteers in Police Service). We are looking for volunteers for our VIPS program. Anyone interested, please find applications on the Police Departments website.
  - We are continuing our monthly meetings with all Lehi School Principals into 2013. These meetings inform schools of Critical Incident and Active Shooter procedures. The police department keeps a full library of all Lehi schools' perimeter and interior blue prints.

**PUBLIC WORKS (Todd Munger – Public Works Director, [tmunger@lehi-ut.gov](mailto:tmunger@lehi-ut.gov))**

- Administration
  - After fifteen years of devoted, dedicated service to Lehi City, Karen Fox retired this week. A luncheon and open house were provided to express appreciation for a job well done. As the Administrative Assistant of the Public Works Department, Karen worked to diligently to provide support, input and professionalism for the department. Best wishes for a GREAT RETIREMENT!
  - Met with the Public Works Superintendents to discuss ongoing projects, vision and responsibility in our weekly Public Works Staff Meeting.
  - Met with Human Resources to discuss personnel issues.
  - Attended an extended Senior Staff meeting to discuss accomplishments and successes, and identification of emerging issues.
  - Attended a pre-construction meeting with Hadco Construction.
  - Met with the City Administrator to discuss the status of the Public Works Department.
  - Met with Division Superintendents in a bi-annual Performance Evaluation discussion. Among the topics discussed were individual goal status, past accomplishments, emerging issues, and preliminary budget concerns.



- Met with Legacy Center Registration staff to participate in the implementation of on-line reservation software for park pavilion rentals.
- **Fleet Services Division**
  - Fleet responsibilities have intensified with record cold temperatures. Ongoing challenges include weakened batteries, inconsistent tire pressure, limited visibility, and inadequate cooling systems. Preventative measures include timely response to maintenance scheduling, individual awareness of gauges, mechanical inconsistencies and overall visual ability.
  - Lehi City's fleet division maintains and manages a comprehensive inventory of high quality equipment necessary to perform at peak proficiency. To sustain this level of commitment requires individual effort. Innovative technology was integrated this week with the installation of GPS systems into select assets. This technology will enable comprehensive time motion studies that will increase overall efficiency, accountability and liability.
- **Parks and Facilities Division**
  - **Cemetery**
    - The Cemetery staff assisted in two funerals this week.
    - Two Cemetery certificates were created and four other certificates were mailed.
    - Five new spaces were sold.
    - Repaired and replaced seven headstone aprons.
  - **Facilities**
    - In an effort to beautify Lehi, staff have worked together to establish a greenhouse to supply the city with flowers for the spring. The creation of a self-sustaining greenhouse system encourages continuing staff education, while reducing the cost of purchasing plants from local nurseries.
    - As a part of regular maintenance, the city hall building was scheduled for minor drywall repair. Sporadic paint repairs resulted in splotchy overall wall consistency. In an effort to maintain proper aesthetic value, entire wall surfaces were re-painted.
    - To increase overall division professionalism, staff members are enrolled in Master Gardener classes. The curriculum is provided by Utah State University, and administered through Thanksgiving Point.
  - **Maintenance**
    - Four pieces of exercise equipment were removed from the Legacy Center's main cardio room. Two treadmills and two elliptical machines were replaced to provide better service to patrons.
    - Record setting cold weather has challenged many of the City's antiquated HVAC systems. Ongoing maintenance for units located at the Legacy Center, City Hall, Outdoor Pool, Fleet Services and the Senior Center has consumed the mechanical maintenance staff.
  - **Parks**
    - Parks staff, together with the Legacy Center Registration office initiated a new software program designed to enable on-line park pavilion registration. A comprehensive meeting was held to instruct staff in the implementation of this new program. On-line registration capabilities will be available to the public on January 12, 2013. Individuals not wanting to utilize the on-line system will be able to reserve park pavilions in person beginning January 17, 2013, at the registration desk of the Legacy Center. The registration desk is located on the east side of the Legacy Center. PLEASE NOTE: No reservations will be accepted at the City Hall building.

- A matching grant administered through the Land and Water Conservation Fund (LWCF) has enabled phases two and three of the Dry Creek Park project to go forward. Crews have been busy clearing debris, pruning, and excavating the park in preparation for spring weather. Major components of phase two and three will include irrigation systems, landscape upgrades along residential boundaries, structural upgrades to pavilions and playground equipment, and a walk bridge over Dry Creek.
- Snow removal, rodent control, and annual maintenance of equipment and tools is ongoing.

- **Streets Division**

- An informational response was drafted and distributed to different media outlets, explaining the snow removal process. References to this document may be found on the City's website [www.lehi-ut.gov](http://www.lehi-ut.gov). Challenging, record breaking cold temperatures have created many inconvenient challenges. Street Division staff caution drivers to slow down, plan ahead, be patient, remove vehicles from streets and allow snow removal equipment safe distance to perform their responsibilities. All Street Division staff and equipment are fully engaged in the snow removal process. During times of intense winter conditions, major arterial roadways receive priority service. Once these arterial roadways are deemed clear and safe, residential, or lateral roadways are cleared. The plea from the Street's Staff is to slow down and be patient.

- **Water Systems Division**

- Division staff collaborated with a warranty technician from the Hach Company to install and calibrate a turbidity analyzer for the Spring culinary water source. This equipment allows the Water Division a response time to remove water from the system in case of a turbidity incident. The Springs source will be put back into the overall water system 1/10/2013.
- Line settlement created a leak in the culinary water system requiring repairs on a 12" culinary main line. Staff members worked until 1 AM on January 4, 2013 (with temperatures dropping to -8 degrees below zero) to re-establish water service to 6 homes on 1300 South. Due to high ground water and re-connection of parts, 1,035 feet of main line required disinfection. Subsequent bacteria samples were taken to insure proper water quality.
- Culinary water staff responded to a water leak on Lake View Drive. A home in the area had no water pressure resulting from a breach in the culinary line. A five man crew labored for five hours to repair the leak.
- With the continuing record cold temperatures, staff and standby personnel have been busy answering calls for assistance with frozen culinary and pressurized irrigation services. Many of these calls have come from residents experiencing frozen pipes in homes. During extreme cold weather conditions, homes designed with water tanks located in unprotected garages, crawl spaces and out-buildings (sheds, shops, barns, etc.) or water pipes in non and/or insufficiently insulated homes may be susceptible to freezing. Staff responded to all reported concerns, but were only involved in repairing three frozen meters. Staff took the opportunity to help educate affected residents, and explain that the homeowner was responsible for thawing, and repairing frozen pipes. In addition to the reported culinary water problems, numerous pressurized irrigation reports were taken. Homeowners need to properly shut off pressurized irrigation systems. Unseasonably cold temperatures have frozen soils as deep as two feet.
- Construction on the Spring Line Project has been delayed due to snow pack conditions limiting accessibility to the area. Work will resume as conditions permit.
- Secondary water staff removed a blockage at the Mill Pond and then monitored flows down Spring Creek to insure against any flooding. They also refurbished the check valves at Mitchell Hollow and painted the internal piping.

- Operation and maintenance is on-going for all divisions of Water. In addition to leak repairs, cleaning and inspections, intensive sampling efforts are required each week to ensure that proper levels of bacteria and chlorine are within compliance with the Division of Drinking Water.